

S1811.1

International Mobile Satellite Organization

ASSEMBLY

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ACTIVITIES OF THE IMSO SECRETARIAT

**STAFF, ADMINISTRATIVE AND BUDGETARY IMPLICATIONS OF EXTENDING
THE ORGANIZATION'S MANDATE**

Executive Summary:	this document provides the Director's proposals for expanding the staff of the Secretariat in the event that the Assembly decides to broaden the mandate of the Organization. The proposals include details of the proposed new staff structure, contract and pay issues and funding implications, with supporting information.
Action to be taken:	paragraph 29
Related documents:	ASSEMBLY/18/4, 18/4.1 and 18/6/REV/1.

Background

1 The IMO Maritime Safety Committee (MSC), at its seventy seventh session (28 May to 6 June 2003), agreed that "*an intergovernmental oversight, similar to the oversight presently carried out by IMSO in respect of Inmarsat Ltd, would be needed when other providers of GMDSS satellite services would, in future, be accepted and recognized by the organization.*" (MSC77/26 paragraph 10.40).

The IMSO Assembly, at its seventeenth session, "*agreed by an overwhelming majority that IMSO is willing to carry out the oversight of future providers of mobile satellite communications services for the GMDSS*" (paragraph 6.2.19 of the Report of the 17th session of the IMSO Assembly)

The MSC, at its seventy ninth session (1-10 December 2004), "*confirmed and reiterated its decision ... that IMSO was the appropriate organization to carry out the required oversight*" of future providers of mobile-satellite communication services for the GMDSS (MSC 79/23, paragraph 22.34). Subsequently, the Secretary-General of IMO wrote to the Director formally inviting IMSO "*to carry out such oversight*

forthwith" (IMO Secretary-General's letter T2/6.01 dated 24 January 2005 – ASSEMBLY/18/4, Annex 1).

2 In parallel, at its seventy eighth session in May 2004, the MSC "... instructed the COMSAR Sub-Committee to develop and propose a robust inter-governmental oversight scheme for the approved LRIT providers through which the adherence of the LRIT data service providers to the conditions imposed on them, at the stage of their approval, could be verified in a transparent manner to the satisfaction of all SOLAS Contracting Governments" (MSC 78/26 paragraph 7.105).

3 At its eightieth session in May 2005 the MSC enquired "*whether IMSO would be willing and able to undertake the oversight of the LRIT system on behalf of IMO.*" (MSC 80/24, paragraph 5.98.3). The IMSO Advisory Committee formally considered this request on two occasions during 2005 and concluded that "*a number of issues should be further considered regarding the oversight of IMSO in the developing LRIT system, including, inter alia:*

- (a) the architecture of the system, including the technical and practical details; and*
- (b) the scope of IMSO's role, as appropriate, and the budgetary and staffing implications".*

Later in 2005 the Advisory Committee agreed that "*IMSO would be willing to carry out the LRIT oversight function but it would not be possible to indicate that IMSO is able to carry out such oversight until IMO has agreed what the oversight functions would be.*" (AC12RFinal paragraph 7.6(c)).

4 The MSC, at its eighty first session (10-19 May 2006) finalised and adopted appropriate amendments to the SOLAS Convention implementing LRIT, and the Performance Standard and Functional Requirements for LRIT (resolution MSC.210(81)). The Performance Standard, *inter alia*, fully defines the functions of the LRIT Co-ordinator, which is the role that IMSO is being asked to perform. Following this, MSC 81 "... mindful of the importance of having in place from the outset the necessary arrangements for the review of the performance and the auditing of the LRIT system, invited IMSO, ..., to advise not later than at MSC 82 whether IMSO would be willing and able, ..., to undertake the performance review and audit of certain aspects of the LRIT system on behalf of the Organization." (MSC 81/25 paragraph 5.121).

5 This paper provides details of the Director's intentions relating to staff, including the budgetary implications, to meet the demands of the proposed extended mandate.

General Considerations

6 Although there will be some differences due to the structure and location of the companies concerned, and the technical and operational attributes of their constellations and networks, the work needed to fulfil the responsibility for extended GMDSS oversight in future can be estimated from the effort needed to oversee Inmarsat today. However, the effort needed to assimilate a new satellite service provider into the GMDSS is rather harder to estimate, and will depend to a certain extent on the nature and preparedness of the company concerned. Much of this initial effort is expected to come from an independent Group of Experts, as foreseen in the draft revision of IMO Assembly resolution A.888(21) (COMSAR 10/5 Annex paragraph 2.3.1) and the Director is therefore fairly confident that all this work could be performed with the minimal personnel resources proposed in this document.

7 The task that IMSO is being asked to undertake in relation to LRIT is defined in the *"Performance Standards And Functional Requirements For The Long-Range Identification And Tracking Of Ships"*, the relevant sections of which are provided in Annex 1: Functions of the LRIT Co-ordinator - extract from IMO MSC resolution MSC.210(81). This is an entirely new exercise for which no precedent exists and it is not possible to predict with certainty what resources will be required. However, the Director has been closely involved with discussions in IMO and elsewhere on what will be expected of the LRIT Co-ordinator, and the proposed staff levels will at least be sufficient to start the work and bring it to a point at which it is able to support financially an expansion of staff, if that proves to be necessary.

Personnel Changes to reflect New Responsibilities

8 It is clear that all the tasks outlined by IMO cannot be performed with the existing level of staff and some increase will be necessary if the LRIT-related work is accepted. The Director intends to keep the number of additional staff to the minimum consistent with efficient and effective performance of the LRIT-related work. In addition to the existing members of staff, the Director expects to establish a maximum of three new posts, principally to handle LRIT-related work, as follows:

- .1 Head of LRIT Services (P5) – a highly experienced international professional officer with good knowledge of ship reporting systems, IMO developments in this area, etc;

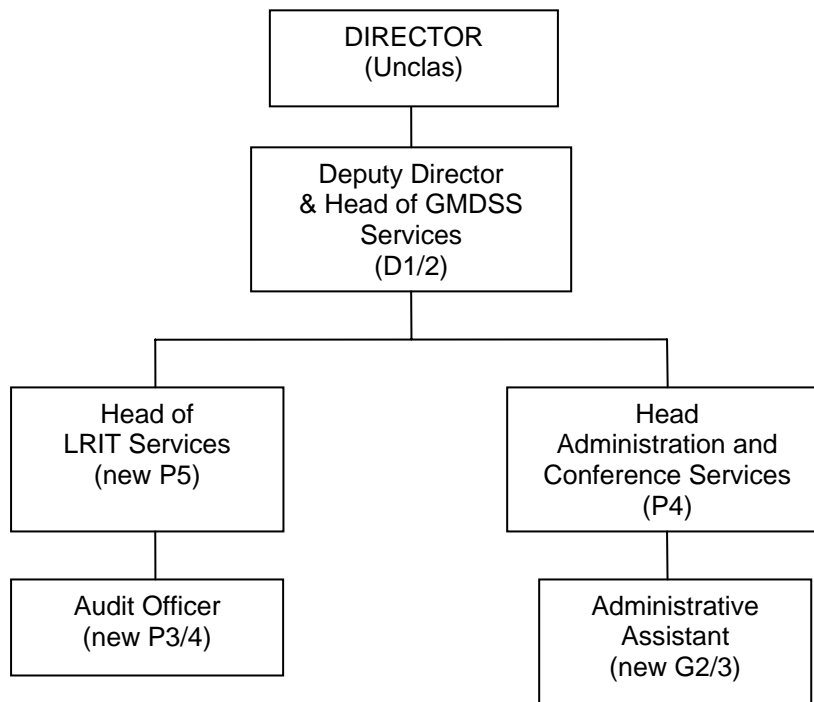
.2 LRIT Audit Officer (P3/4) – with a strong statistical background; and

.3 Administrative Assistant (G2/3) – locally recruited to strengthen the administrative support for the expanded professional functions of the Organization.

9 The Director intends to re-designate the present Head of Technical Services as Deputy Director and Head of GMDSS Services, with special responsibility for the oversight of mobile satellite services for the GMDSS, in addition to having general responsibility for the management of other technical and operational aspects of the Organization's work. There will be no budgetary implication resulting from this re-designation.

10 The Director also intends to re-designate the present post of Head of Administrative Services as Head, Administration and Conference Services to better reflect the range of duties to be undertaken by the post holder. There will be no budgetary implication resulting from this re-designation.

11 The internal structure of the professional and other staff of the Organization would then be:



The Functions of the IGO Director and the Secretariat, as decided by the Assembly at its thirteenth session, are given in annex 2 and proposed Terms of Reference for each of the staff members in this proposed organizational scheme, other than the Director, are given at Annexes 3 to 7.

12 The Director notes that there may be a need for expert legal advice from time to time and proposes that the appropriate expertise is retained on an *ad hoc* basis.

Selection of Personnel

13 The Director intends to select personnel on the basis of their professional excellence and technical expertise. One advantage of the proposal to move to the UN Common System of Salaries, Allowances and Benefits will be ability to attract and compensate high quality candidates from anywhere in the world on a transparent and equitable basis.

14 The Organization has accepted the requirement, proposed by the IMO Subcommittee on Radiocommunications, Search and Rescue (COMSAR) at its third session (23-27 February 1998), that *"IMO is of the opinion that it should be clearly stated in the relevant Inmarsat document that at least one senior member of the IGO Secretariat should have expertise in all aspects of the GMDSS, including its technical operation and be well versed in the needs of seafarers and maritime*

search and rescue services." (COMSAR 3/14 paragraph 7.14 and COMSAR 3/14 Annex 14 paragraph 5). IMO has not made any similar statement with regard to the personnel retained for LRIT duties and the Director is therefore free to recruit such personnel as he sees fit.

15 The Advisory Committee will be given the opportunity to discuss and express an opinion on the proposed recruitment procedures before the recruitment exercise begins.

Moving to the UN Common System of Salaries, Allowances and Benefits

16 The Advisory Committee, at its fourteenth session (16–17 March 2006), considered the financial basis on which the future IMSO Director and new staff should be hired, as follows:

"3.8 Proposed General Terms and Conditions of Employment for the IMSO Director

3.8.1 The Committee agreed that, in order to demonstrate full transparency and alleviate the concerns expressed by several delegations in this regard, the Remuneration and General Terms and Conditions of Employment for the IMSO Director should be based on those of the International Civil Service Commission (United Nations Common System of Salaries, Allowances and Benefits – <http://icsc.un.org>), subject to the approval of the Assembly. The Committee noted that the post of the present Director is graded at the level of Under Secretary-General in the UN Common System and, therefore, subject to the approval of the Assembly, the Committee also agreed that the post of the future Director should correspond with the level of Under Secretary General in the UN Common System. The Committee noted that the proposed contract for the next Director would be written on this basis.

3.8.2 The Committee also agreed that, in order to be consistent and transparent, the ICSC UN Common System should be applied to the staff of the Secretariat and noted that the Director will make a submission on this issue to the Assembly. "

17 The Director therefore intends to retain any new staff on the basis of the ICSC rules: *The United Nations Common System of Salaries, Allowances and Benefits*. The Organization can meet almost all of the commitments that this would imply, but

is not eligible to join any of the United Nations Pension Schemes because it is not a specialised agency of the UN. The Director will therefore consult with commercial pension providers with the aim of establishing an IMSO Pension Scheme that provides benefits similar to those offered by the UN. (Note: full details of the United Nations Common System can be found on the ICSC web site at: icsc.un.org/csd.asp then click on *Salaries, Allowances and Benefits*).

18 Unfortunately, it is not clear that ICSC rules would benefit the existing staff and they cannot be required to accept new contracts on this basis. In particular, ICSC rules would require these staff members to retire at least three years sooner than the age of 65 required by their existing contracts. While both of the staff members affected might be willing to retire sooner, neither of them can do so unless arrangements are made to offset the real loss of retirement benefits they would experience. However, it would be possible to tie the salaries and other benefits of those existing staff to ICSC levels and standards. This would provide the considerable benefit to the Organization of full transparency over the salary scales and benefit packages. The Director currently believes that existing members of staff should be offered new contracts based on ICSC terms without bringing them formally within the ICSC boundary, so that their present retirement dates could be preserved exceptionally. The matter remains under consideration but it is not anticipated that this would imply any additional budgetary commitment.

Financial implication of moving to the United Nations Common System

19 The financial implication of moving to the United Nations Common System is difficult to estimate, because the UN regime would apply only to new staff. Given that the existing staff members are both United Kingdom nationals, it can be expected that the Director would seek to recruit new staff from outside the UK. Internationally recruited personnel would be likely to be entitled to the full range of UN salaries, allowances and benefits, and could also be expected to have dependant spouses and children who will attract additional allowances. Current, non-UN employment contracts, based on the existing IMSO Staff Rules, provide salaries based in general on UN levels and make some provision for similar allowances and benefits, but the precise amount to which an individual is entitled under current or UN rules is very much specific to that individual. The salaries, allowances and benefits paid to the existing staff members in 2006 are tabulated in Annex 8. For comparison, the equivalent salary ranges for IMO professional staff grades, including London Post Adjustment, based on 2005 figures, are given in annex 9, however it is understood that some elements of these figures are currently subject to review.

Costs of an expanded Secretariat

20 Based on the proposals outlined above, the Director assesses the cost of the staff in the expanded Secretariat as follows:

Estimated Personnel Costs (in GB Pounds)									
	Grade	Salary + Post Adjustment @ 52%	Allowances (note 1)	Employers Costs (note 2)	TOTAL Personnel Cost	FIRST YEAR ALLOCATION			
						GMDSS		LRIT	
						%	Cost	%	Cost
DG	Unclas	120000	53000	40000	266000	50	133000	50	133000
Deputy DG	D1/2	102000		35500	137500	50	68750	50	68750
H/LRIT	P5	85000	32750	31250	181750	0		100	181750
H/Admin+Conf	P4	70000		27500	97500	50	48750	50	48750
Audit Officer	P3	57000	28550	24250	138350	0		100	138350
Admin Assist	G2/3	25000		16250	41250	50	20625	50	20625
					862350	271125		591225	

Notes:

1. Includes: Housing Allowance @ 15%; Education Allowance @ 15000 per child; Home Leave.
2. Includes: Pension @ 15%; UK National Insurance payments; Insurances @ 10k/head.
3. Assumes all new staff are international transferees.

The table above shows the total estimated cost of employing each individual member of staff and allocates their costs, based on the proportion of effort they are predicted to provide, between the GMDSS and LRIT business streams. The percentages chosen for this allocation are an initial coarse estimate proposed for use in the first year of operation. They should be kept under annual review by the Director and Advisory Committee, and could certainly be revised in the light of experience.

Budget

21 Based on his expectations for the staff of an expanded Secretariat, the Director has estimated a total annual budget for the Organization as follows:

		Estimated 2007 Budget with expanded Secretariat		
			Allocation	
	2006	TOTAL	GMDSS	LRIT
Salaries etc.	341,050	862,350	271,125	591,225
Office Maint.	49,960	100,000	50,000	50,000
Office Rental	25,422	65,000	32,500	32,500
Travel/Hospitality	41,400	52,000	24,000	28,000
Meeting Costs	77,500	50,000	25,000	25,000
Contingency 1%	5,353	11,294	4,026	7,267
TOTAL	540,685	1,140,644	406,651	733,992

Notes on the Estimated Budget:

1 Figures are in GB Pounds.

2 The line headings in the table are taken from the top-level headings in the Organization's annual budget.

3 The approved budget figures for the year 2006 are included for comparison.

4 Office Maintenance includes: Audit, Printing/Copying, Telephone/Fax, Postage, Office supplies, IT services, Inmarsat Service Charge, Website, Bank charges.

5 Rental includes only the rent paid (currently to Inmarsat Ltd). The 2006 figure has been increased by 100% to reflect an approximate doubling of the floor area needed to accommodate the increased number of staff, plus a further £14,000 for additional space for a photocopier/printer, archive file storage etc.

6 Travel/Hospitality includes: Travel, Hospitality, Parking fees, Congestion charge. The figures reflect the Director's expectations, especially for travel, allowing for some reduction in the number of preparatory meetings for LRIT etc., but a significant extra travel commitment for the new LRIT function.

7 Meeting Costs include: Assembly x 50%, Advisory Committee (4 meetings), Translations.

8 The contingency fund was established at a level of 1% of the total budget following advice from the Advisory Committee at its thirteenth session (AC13Final paragraph 7.11).

22 The figures are derived from the present (2006) budget and are at 2006 prices. In developing these figures, the Director has assumed that the Organization will occupy approximately double the office floor area used at present, and will pay a similar level of rent for that space. The general office costs of the Organization have been allocated between GMDSS and LRIT budgets on a 50/50% basis to reflect the expected relative use of those resources. It will be noted that, although the total estimated budget for the Organization approximately doubles, because some of the present costs can be allocated in future to the LRIT budget, the cost of providing GMDSS oversight is reduced by some 25% under the new regime.

Funding

23 It is expected that the GMDSS portion of the Budget will continue to be provided by the mobile satellite service providers approved to participate in the GMDSS and subject to IMSO oversight. The draft Reference Public Services

Agreement deals with the issue of apportioning this part of the budget between providers when there is more than one.

24 At the specific request of IMSO, the IMO Performance Standard for LRIT includes the provision in paragraph 14.7 that: *"The LRIT Co-ordinator may recover its costs for the services it provides."* However, that paragraph also says: *"Neither the Organization nor any of the Contracting Governments should be responsible for making any direct payments to the LRIT Co-ordinator for the services it may provide."* The implication is clear: IMSO should recover its costs from those commercial and other entities providing LRIT services as Application Service Providers and/or Data Centres and from the International Data Exchange.

25 The Advisory Committee, at its fifteenth session, agreed, *inter alia*, that:

- "(c) the budgets for GMDSS and LRIT should be kept separate, recognizing that there would be some common costs to be shared between the two systems;*
- (d) funding should be based on commercial practice and a system of payments in advance; there was a need to explore how to fund initial start up costs, recognizing that funding will come from commercial providers of the service; and*
- (e) some delegations were concerned to ensure that the Organization will be able to recover all its costs, and that no financial burden will fall on Governments in the event that a commercial provider fails or defaults on a payment. The Director indicated his intention to limit this risk through the use of modern commercial business practices."*
(AC15R paragraph 3.2.10)

26 The Director therefore proposes to identify every point in the international LRIT architecture at which IMSO is required to provide a service, and establish a charge for that service. It is too soon in the development of the infrastructure for LRIT to be able to identify yet who should be charged, for what and how much. Subject to the approval of the Assembly, the Director intends to finalise details of this charging regime in consultation with the Advisory Committee and IMO as appropriate.

27 Additionally, following the discussion in the Advisory Committee (AC15R paragraph 3.2.6) the Director expects to establish modern commercially-based terms of business for LRIT, including mechanisms to limit financial risks by stimulating cash-flow and discouraging bad debt.

28 It is not yet clear what role IMO will request IMSO to play in the evaluation and approval of ASPs and others seeking to participate in the LRIT system. However, if IMO does request IMSO to take any significant part in that process, then IMSO will have to seek full reimbursement for the cost of undertaking that work. It is likely that IMO will expect the applicant entity to bear that cost (and this is the solution preferred by the Director) but, if not, then IMO itself could become liable for reimbursing IMSO for this work.

Action

29 The Assembly is invited to note the information provided and, in particular:

.1 approve in general the proposals of the Director for the staffing of the Organization and in particular the organizational structure and proposed Terms of Reference for the staff concerned, for implementation as required to meet new responsibilities taken on by IMSO;

.2 authorise the Advisory Committee to discuss and advise the Director on the proposed recruitment procedures for any new staff before the recruitment exercise begins;

.3 endorse the proposal of the Director to employ new staff on terms and conditions set out in, or equivalent to those set out in the United Nations Common System of Salaries, Allowances and Benefits, and apply those same standards so far as is equitable to existing staff;

.4 endorse the proposal of the Director to consult with commercial pension providers with the aim of establishing an IMSO Pension Scheme that provides benefits similar to those offered by the UN;

.5 note the cost estimates for the expanded Secretariat, the proposed initial allocation of costs between GMDSS and LRIT budget streams, and the general budgetary implications of the proposed expansion of the Secretariat;

.6 authorise the Director to finalise details of the LRIT charging regime in consultation with the Advisory Committee and IMO as appropriate and report on this issue to the Assembly at its next session; and

.7 endorse the intention of the Director to establish modern commercially-based terms of business for LRIT, including mechanisms to limit financial risks by stimulating cash-flow and discouraging bad debt.

FUNCTIONS OF THE LRIT CO-ORDINATOR

Extract from IMO MSC resolution MSC.210(81):
*PERFORMANCE STANDARDS AND FUNCTIONAL REQUIREMENTS FOR THE
LONG-RANGE IDENTIFICATION AND TRACKING OF SHIPS*
(MSC 81/25 Annex 13)

"14 LRIT Co-ordinator

14.1 *The LRIT Co-ordinator should be appointed by the Committee.*

14.2 *The LRIT Co-ordinator should assist in the establishment of the International LRIT Data Centre and International LRIT Data Exchange by:*

- .1 participating in the development of any required technical specifications taking into account the present Performance standard and any relevant decisions of the Committee;*
- .2 issuing requests for the submission of proposals for the establishment and operation of the International LRIT Data Centre and International LRIT Data Exchange;*
- .3 evaluating the management, operational, technical and financial aspects of the proposals received taking into account the present Performance standard and any other related decisions of the Committee and submitting its recommendations in this respect for consideration by the Committee; and*
- .4 participating in the initial developmental testing of the LRIT system and reporting its findings in this respect for consideration by the Committee.*

14.3 *The LRIT Co-ordinator should perform the following administrative functions:*

- .1 upon request, investigation of disputes and operational, technical and invoicing difficulties and make recommendations for their settlement to the parties concerned;*
- .2 participation in the testing for the integration of new LRIT Data Centres into the LRIT system and providing relevant information to the Committee; and*
- .3 participation in the testing of new or modified procedures or arrangements for communications between the International LRIT Data Exchange and the LRIT Data Centres and providing relevant information to the Committee.*

14.4 The LRIT Co-ordinator should undertake a review of the performance of the LRIT system taking into account the provisions of regulation V/19-1, the present Performance standard and any related decisions of the Committee and should report its findings to the Committee at least annually. In this respect, the LRIT Co-ordinator should:

- .1 review the performance of Application Service Providers (or Communication Service Providers when they act as Application Services Providers) providing services to the International LRIT Data Centre;*
- .2 audit the performance of all LRIT Data Centres based on archived information and their fee structures;*
- .3 audit the performance of the International LRIT Data Exchange and its fee structure, if any; and*
- .4 verify that Contracting Governments and Search and rescue services receive the LRIT information they have requested and are entitled to receive.*

14.5 The LRIT Co-ordinator should, for the purpose of reviewing the performance of the LRIT system:

- .1 be given the required level of access, by the LRIT Data Centres and the International LRIT Data Exchange, to management, charging, technical and operational data;*
- .2 collect and analyse samples of LRIT information provided to LRIT Data Users; and*
- .3 collect and analyse statistics compiled by LRIT Data Centres and the International LRIT Data Exchange.*

14.6 In addition to reporting to the Committee on the performance of the LRIT system including any identified non-conformities, the LRIT Co-ordinator may make recommendations to the Committee, based on an analysis of its findings, with a view to improving the efficiency, effectiveness and security of the LRIT system.

14.7 Neither the Organization nor any of the Contracting Governments should be responsible for making any direct payments to the LRIT Co-ordinator for the services it may provide. However, Contracting Governments may be required to pay fees to LRIT Data Centres for the LRIT information they request and receive which, for example, may contain elements to offset the costs associated with functions performed by the LRIT Co-ordinator. The LRIT Co-ordinator may recover its costs for the services it provides."

FUNCTIONS OF THE IGO DIRECTOR AND THE SECRETARIAT

(as decided by the Assembly at its Fourteenth (Extraordinary) Session)

In accordance with Article 9 of the amended Convention, the Director shall act as legal representative of the Organization and Chief Executive Officer of the Secretariat, with responsibility to and under the direction of the Assembly, to service the activities of the Assembly in the performance of its functions as set forth in Article 8 of the amended Convention and, in particular, to perform or oversee the following tasks subject to paragraph (xvi) below:

- (i) Review on a regular basis the relevant activities of the national corporate entities (“the Companies”) through which the Inmarsat satellite system will be owned and operated, to ensure that their obligations under the Public Services Agreement are being observed.
- (ii) Prepare a report of the IGO to the IMO envisaged in Article 4.3 of the Public Services Agreement in conformity with a concept to be developed by the Advisory Committee. Submit such Report for approval to the Assembly and/or to the Advisory Committee as defined in the Terms of Reference of the Committee.
- (iii) Report at least every six months to Parties and the Assembly on all activities of the Secretariat, and on the review of the Companies referred to in item (i), with the main elements to be translated into the French, Russian and Spanish languages.
- (iv) Participate in the Public Services Committee, to be established pursuant to Clause 4.1 of the Public Services Agreement, and represent the Organization in the exercise of its rights as Special Shareholder under the Articles of Association of the Holdings Company.
- (v) Implement enforcement procedures under the Public Services Agreement on the Organization’s behalf in the event of any breach of the obligations of the Companies thereunder, including any arbitration or other enforcement action.
- (vi) Represent the Organization at meetings of IMO dealing with the Safety of Life at Sea Convention, including GMDSS, other maritime safety matters, and regular consultation and cooperation with IMO.
- (vii) Represent the Organization at meetings of other organizations, including ITU, ICAO and regional bodies on matters of relevance to the Organization’s purposes, and consultation and cooperation with such entities as necessary.
- (viii) Travel to meetings outside the Headquarters State, and to member countries for consultations, as necessary.

- (ix) Convene and organize Assembly sessions, in accordance with Article 6()2) of the Amended Convention..
- (x) Prepare the annual budget of the Secretariat, and account and auditing procedures.
- (xi) Determine the staffing structure of the Secretariat, including a limited number of professional and general service posts in the Secretariat for the purpose of carrying out the functions described in this Annex, in particular, if appropriate:
 - a technical officer;
 - an administrative assistant or senior secretary
- (xii) Engage staff, taking into account, in particular, the recommendation of the Third Session of the International Maritime Organization's (IMO) Subcommittee on Radiocommunications, Search and Rescue (COMSAR) (23-27 February 1998) relating to Inmarsat's Restructuring that "IMO is of the opinion that it should be clearly stated in the relevant Inmarsat document that at least one senior member of the IGO Secretariat should have expertise in all aspects of the GMDSS, including its technical operation and be well versed in the needs of seafarers and maritime search and rescue services."(COMSAR.3/WP/4, Annex).
- (xiii) Draw up Staff Rules, salary scales and other standard terms of employment, as appropriate for the Secretariat.
- (xiv) Manage the Secretariat, including supervision of other staff.
- (xv) Liaise with representatives of Cospas-Sarsat Parties and its Secretariat in relation to the fulfilment of the Understanding between the IGO and the Cospas-Sarsat Cooperating Agencies for the provision of Secretariat Services.
- (xvi) Consult with, and obtain the guidance and advice of the Advisory Committee established by the Assembly, on the following matters:
 - (a) preparation by the Director of the annual budget of the Secretariat and accounting and auditing procedures;
 - (b) determination by the Director of the staffing structure of the Secretariat and standard terms of employment of Secretariat staff, and the Staff Rules;

- (c) any proposed action by the Director to convene an extraordinary general meeting of the Holdings Company or initiate arbitration or judicial proceedings in the event of any alleged breach by the Companies of their obligations under the PSA, provided that if the Committee so requests, or the Director so decides, the Director shall convene an extraordinary session of the Assembly to authorize appropriate enforcement action.
 - (d) preparation of a regular report of the IGO to the IMO envisaged in Article 4.3 of the Public Service Agreement (PSA), as set out in item (ii) above; and
 - (e) any other matters delegated by the Assembly.
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Post Description – modified existing post**DEPUTY DIRECTOR – HEAD OF GMDSS SERVICES (D1/D2 equivalent)**

The Deputy Director (DD) shall:

- 1 act on behalf of the Director in the Director's absence.

The Head of GMDSS Services (H(GMDSS)) shall:

- 2 be particularly responsible for the technical and operational aspects and ensuring the continuity of the provision of mobile satellite services for the GMDSS, including:
 - .1 establishment and maintenance of a robust oversight regime for Inmarsat and any other mobile satellite service provider approved by IMO;
 - .2 development of policies and practices for the ongoing provision and improvement of GMDSS services;
 - .3 collection and analysis of data and drafting of reports relating to GMDSS services to meet the requirements of the Assembly and the International Maritime Organization (IMO) and especially, preparation of the draft report of IMSO to IMO as required by the Public Services Agreement(s), on the performance by the company or companies of the GMDSS obligations to include, *inter alia*:
 - (a) availability figures for each service/ocean region;
 - (b) number of Land Earth Stations providing GMDSS services;
 - (c) number of ship earth stations and EPIRBs;
 - (d) amount of distress priority calls/alerts through system; and
 - (e) analyses and conclusions concerning the implementation by Inmarsat of standards, services and systems in respect of GMDSS;
- 3 be responsible for all technical and operational work of the Organization, advising the Director on all technical and operational matters and supervising the work of the technical and operational staff;
- 4 be responsible for the development of policies and operational practices for the implementation of a robust mechanism for the performance review and audit of certain aspects of the international LRIT system, to meet the requirements of IMO, and direct the work of the Head of LRIT Services and the LRIT Department;
- 5 liaise and consult, on an operational level, with the International Civil Aviation Organization (ICAO) in respect of the level of compliance by Inmarsat with applicable ICAO Standards and Recommended Practices and prepare relevant reports;

- 6 participate in the work and activities of technical bodies of international and inter-governmental organizations dealing with satellite communications and, in particular, with technical bodies of IMO, ICAO, ITU, WMO and IHO on matters relevant, in particular, to the provision of mobile satellite communications and the GMDSS;
 - 7 assist in preparations for the meetings of the Public Services Committee, Advisory Committee and Assembly and prepare reports thereon as required;
 - 8 participate in long term strategic and financial planning for the Organization and be a nominated cheque signatory; and
 - 9 carry out any other relevant activities, as instructed by the Director.
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Post Description - new post**HEAD OF LONG RANGE IDENTIFICATION AND TRACKING (LRIT) SERVICES**
(P5)

The Head of Long Range Identification and Tracking Services (H(LRIT)) shall:

- 1 assist in the establishment of the International LRIT Data Centre and International LRIT Data Exchange by:
 - .1 participating in the development of any required technical specifications;
 - .2 issuing requests for the submission of proposals for the establishment and operation of the International LRIT Data Centre and International LRIT Data Exchange;
 - .3 evaluating the management, operational, technical and financial aspects of the proposals received, and preparing recommendations in this respect for consideration by the Maritime Safety Committee (MSC); and
 - .4 participating in the initial developmental testing of the LRIT system and preparing a report on the findings in this respect for consideration by the MSC;
- 2 undertake continual review of the performance of the LRIT system and prepare an annual report for the Maritime Safety Committee, including:
 - .1 review the performance of Application Service Providers (or Communication Service Providers when they act as Application Services Providers) providing services to the International LRIT Data Centre;
 - .2 audit the performance of all LRIT Data Centres based on archived information and their fee structures;
 - .3 audit the performance of the International LRIT Data Exchange and its fee structure, if any;
 - .4 verify that Contracting Governments and Search and rescue services receive the LRIT information they have requested and are entitled to receive.

- .5 collect and analyse samples of LRIT information provided to LRIT Data Users; and
 - .6 collect and analyse statistics compiled by LRIT Data Centres and the International LRIT Data Exchange;
 - 3 develop draft recommendations for submission to IMO with a view to improving the efficiency, effectiveness and security of the LRIT system;
 - 4 direct and supervise the work of the LRIT Audit Officer;
 - 5 assist in the development and establishment of systems to allow the Organization, as LRIT Co-ordinator, to recover its costs for the services it provides;
 - 6 participate, as required, in the investigation of disputes and operational, technical and invoicing difficulties and make recommendations for their settlement;
 - 7 participate in the testing for the integration of new LRIT Data Centres into the LRIT system and provide relevant information for submission to the MSC;
 - 8 participate in the testing of new or modified procedures or arrangements for communications between the International LRIT Data Exchange and the LRIT Data Centres and provide relevant information for submission to the Committee; and
 - 9 carry out any other relevant activities, as instructed by the Director.
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Post Description – modified existing post**HEAD OF ADMINISTRATIVE AND CONFERENCE SERVICES (P4 equivalent)**

The Head of Administrative and Conference Services (H(ACS)) shall:

1. be responsible for the management and provision of all secretarial, financial, accounting and administrative services relating to the Secretariat;
2. act as Secretary to the Assembly and the Advisory Committee, providing documentation and reports;
3. liaise with the Organization's Landlord regarding the Lease and service contracts;
4. in co-operation with the Accountant, prepare annual budgets, perform budgetary reporting and analysis and daily budget control. H(ACS) is a nominated cheque signatory;
5. perform the Depositary functions relating to the Protocol on Privileges and Immunities;
6. perform Institutional functions relating to amendments to the Convention and SES Agreement, liaising with IMO as required;
7. arrange for all facilities for Assembly and Advisory Committee meetings at Headquarters, elsewhere in London or UK if necessary and overseas, including conference accommodation and related services, travel, facilities for delegates, Secretariat, documentation, rapporteur and interpretation facilities and preparation of records, and coordination with host Party for meetings away from HQ;
8. work with Chairmen of the Assembly and of the Advisory Committee on all matters, including those of a confidential nature, relating to the Assembly and its Committees, working groups and informal meetings;
9. conduct informal correspondence with Parties, Ministries and other international inter-governmental organizations and maintain the database of Party and Ministry Contacts for same;
10. prepare formal and informal reports to the Advisory Committee, Parties and Assembly on the activities of the Secretariat;

11. conduct day-to-day liaison with the United Kingdom Foreign and Commonwealth Office, as representative of the Host Nation, on issues arising from the Headquarters Agreement; and
 12. carry out any other relevant activities, as instructed by the Director.
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Post Description – new post**LRIT AUDIT OFFICER (P3/4)**

The Head of Long Range Identification and Tracking Services, the LRIT Audit Officer (LAO) shall:

- 1 collect and analyse samples of LRIT information provided to LRIT Data Users;
 - 2 collect and analyse statistics compiled by LRIT Data Centres and the International LRIT Data Exchange;
 - 3 review the performance of Application Service Providers (or Communication Service Providers when they act as Application Services Providers) providing services to the International LRIT Data Centre;
 - 4 audit the performance of all LRIT Data Centres based on archived information and their fee structures;
 - 5 audit the performance of the International LRIT Data Exchange and its fee structure, if any;
 - 6 verify that Contracting Governments and Search and rescue services receive the LRIT information they have requested and are entitled to receive;
 - 7 develop draft reports and recommendations for submission to IMO;
 - 8 assist in the development and establishment of systems to allow the Organization, as LRIT Co-ordinator, to recover its costs for the services it provides;
 - 9 participate, as required, in the investigation of disputes and operational, technical and invoicing difficulties and make recommendations for their settlement; and
 - 10 Carry out any other relevant activities, as instructed.
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Post Description – new post

ADMINISTRATIVE ASSISTANT (G2/3)

The Administrative Assistant shall provide administrative assistance, including:

1. preparation of documentation in Word, Excel and Powerpoint;
 2. dealing with documentation mailouts, post, correspondence, diaries and telephone calls;
 3. organizing and updating IMSO filing system;
 4. maintenance of IMSO website;
 5. maintenance of IMSO contact databases;
 6. assistance in the arrangements for meetings of the Assembly, Advisory Committee and any other meetings;
 7. assistance in travel arrangements;
 8. providing backup of financial services (SAGE); and
 9. any other relevant activities, as instructed.
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SALARIES, ALLOWANCES AND BENEFITS OF EXISTING IMSO STAFF

	Director	Head Tech Svcs	Head Admin Svcs
Status	International	Local	Local
Annual			
Basic Salary	73,052	82,136	56,462
International Transfer allowance	10,958	0	0
Housing allowance	10,670	0	0
Allowance in lieu of Pension	13,407	0	0
Dependants allowance	0.00	0	748
TOTAL ANNUAL PAYMENTS	108,087	82,136	57,210
One-off Payments			
Settling-in allowance	4,000	0	0
Golden Hello	12,000	0	0
Repatriation Allowance	at cost	0	0
Pension			
Pensionable Salary	105,195	131,418	92,033
Pensionable/Basic Salary ratio	1.44	1.6	1.63
Employee's contribution	0	9,199	7,363
Employer's contribution	0	19,713	15,185
<i>Note: Figures in GB Pounds</i>			
Annual Leave (days)	30	30	30

SALARY SCALES FOR THE PROFESSIONAL AND HIGHER CATEGORIES OF IMO STAFF (1/2006 levels)

(Net Equivalent Salaries after application of Staff Assessment and including London Post Adjustment)

for staff with dependent spouse or child

	Steps														
Grade	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
P-1	29,665	30,610	31,552	32,497	33,440	34,383	35,327	36,272	37,213	38,158					
P-2	37,474	38,457	39,438	40,420	41,402	42,384	43,366	44,346	45,329	46,312	47,292	48,276			
P-3	45,199	46,296	47,396	48,491	49,591	50,688	51,784	52,884	53,982	55,079	56,178	57,274	58,373	59,470	60,568
P-4	54,509	55,694	56,881	58,066	59,252	60,438	61,624	62,810	63,996	65,181	66,367	67,552	68,739	69,924	71,111
P-5	65,367	66,597	67,825	69,054	70,283	71,512	72,741	73,970	75,199	76,428	77,656	78,885	80,115		
D-1	77,628	79,072	80,516	81,961	83,406	84,850	86,294	87,739	89,183						
D-2	84,317	85,962	87,608	89,253	90,899	92,544									
ASG	100,755														
USG	109,852														

Notes:

- 1 figures in GB Pounds (UN exchange rate 1USD = £0.57)
- 2 Figures derived from IMO document C 94/3(a) and the ICSC current Salary Scale effective 1 January 2006
- 3 Current Post Adjustment index = 154.7 (multiplier = 50.6) – taken from current ICSC Consolidated Post Adjustment Circular ICSC/CIRC/PAC/370